

COMOMAGINST 5354.1
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COMOMAG INSTRUCTION 5354.1

Subj: EQUAL OPPORTUNITY (EO)

Ref: (a) OPNAVINST 5354.1E
(b) Informal Resolution System (IRS) Skills Booklet, NAVPERS 15620
(c) OPNAVINST 5370.2B
(d) OPNAVINST 1752.1A

Encl: (1) Equal Opportunity Policy Statement
(2) Complaint/Grievance Procedures Policy Statement
(3) COMOMAG Sexual Harassment Policy Statement
(4) COMOMAG Fraternization Policy Statement
(5) COMOMAG Sexual Assault Prevention and Awareness Policy Statement

1. Purpose. To provide guidance for the management of Commander, Mobile Mine Assembly's Command Managed Equal Opportunity (CMEO) Program per references (a) through (c).

2. Applicability. This instruction applies to all active duty Navy personnel and assigned government service employees (not to supersede guidance issued by the Office of Civilian Personnel Management and the Equal Employment Opportunity Commission). The scope of this instruction also extends to family members of military personnel where specifically stipulated in reference (a) and the enclosures within this instruction. Victims who are under the age of 18 and victims of marital sexual assault/rape must be reported through the Family Advocacy Program at the nearest Fleet and Family Support Center. For additional guidance regarding the Family Advocacy Program, refer to OPNAVINST 1752.2A.

3. Discussion. A command environment in which equal opportunity exists for all members is essential to attaining and maintaining a high level of morale, discipline, readiness, and effectiveness. To these ends, all military and civilian personnel at Commander, Mobile Mine Assembly Group will be treated fairly and equitably at all times. They will be afforded equal opportunity regardless of race, creed, color, gender, religion, national origin, age, and disability, within the constraints of the law.

4. Policy. Discrimination, sexual harassment, and any other actions designed to or resulting in the denial of equal opportunity will not be tolerated and will be cause for disciplinary action. All personnel will comply with policy as set forth in enclosures (1) and (2). Enclosure (3) establishes COMOMAG's Sexual Harassment Policy Statement. Enclosure (4) establishes COMOMAG's Fraternization Policy Statement. Additional guidance on sexual harassment is provided in reference (c). Enclosure (5) establishes COMOMAG's Sexual Assault Prevention and Awareness Policy Statement. Reference (d) provides additional guidance, policies, and requirements regarding the Sexual Assault Victim Intervention (SAVI) Program.

5. Function

a. Equal opportunity and equal treatment is founded upon the fundamental principle that the individual has infinite dignity and worth. The Command Managed Equal Opportunity (CMEO) Program is established as a means to achieve

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equal opportunity (EO) and treatment for every individual assigned to Mobile Mine Assembly Group, regardless of race, ethnicity, religion, gender, or national origin. The CMEO Program enables the Commanding Officer/Officer-in-Charge to assess the level of equal opportunity within the command, identify possible areas of concern, and implement plans for improvement if needed.

b. The CMEO Program consists of four main elements: assessment, analysis, action planning, and training. Requirements, qualifications and responsibilities of the CMEO Officer are detailed in reference (a) and in the policy set forth below.

6. Duties, Responsibility and Authority

a. Equal opportunity and treatment are inherent functions of leadership and command responsibility. It is the responsibility of each person assigned to Mobile Mine Assembly Group to take prompt action to eliminate all forms of unlawful discrimination and harassment.

b. Commanding Officers/Officer-in-Charge of each unit shall familiarize themselves with the contents of and comply with the requirements of reference (a) and this instruction. Additionally, as a minimum, Commanding Officers/Officer-in-Charge shall be responsible for the following:

(1) Publish a command equal opportunity (EO) instruction delineating his/her specific requirements for their command.

(2) Publish individual policy statements regarding equal opportunity, complaint/grievance procedures, sexual harassment, fraternization, and sexual assault prevention and awareness. Enclosures (1) through (5) of this instruction may be used as a guide, and modified with current information for each specific unit/detachment.

(3) Ensure a command climate assessment is conducted on an annual basis. This can be extended to 18 months due to operational commitments, on a case-by-case basis, as approved by Commander, Mobile Mine Assembly Group.

(4) Each Commanding Officers/Officer-in-Charge will be familiar with the contents of reference (a), OPNAVINST 1752.1A, Sexual Assault Victim Intervention (SAVI) Program.

c. The Chief Staff Officer/Executive Officer will:

(1) Ensure the Command Managed Equal Opportunity (CMEO) Officer is appointed in writing and that the name of the individual is published for the knowledge of all command personnel.

(2) In addition to the qualifications, duties and responsibilities outlined in reference (a), the CMEO Officer will be E-7 or above (waiverable).

(3) Ensure a command SAVI is appointed in writing and attends SAVI program training as soon as possible after being appointed.

d. Department Heads will:

(1) Ensure that this policy is communicated to all personnel.

(2) Communicate to the chain of command any issues he/she becomes aware of which, in the judgment of the department head, should be addressed for the overall improvement of the command.

e. Command Managed Equal Opportunity (CMEO) Officer will:

(1) Assist the Chief Staff Officer/Executive Officer in carrying out his/her duties and responsibilities as CMEO.

(2) Post the command's equal opportunity instruction in a location where anyone in the command may have access to it.

(3) Post the Commanding Officer/Officer-in-Charge policy statements in plain view for all command personnel to read. They should be posted in a high traffic area that is accessible to all command personnel.

(4) Provide a listing of points of contact for reference information and assistance. See enclosure (5) of this instruction. Commands may use this as a tool and modify it as necessary to meet the specific needs of command personnel in his/her area.

(5) Place CMEO posters and advice/hotline numbers throughout the command. These are listed in reference (a), Appendix F.

(6) The collateral duty Command Managed Equal Opportunity (CMEO) Officer, in conjunction with the Command Training Coordinator, shall ensure that equal opportunity, complaint/grievance procedures, sexual harassment, fraternization, and sexual assault prevention and awareness training is conducted annually for all command personnel, and that the training is properly documented within the command and in member's military service records.

7. Reports. Command assessments will be conducted per reference (a) and as indicated below:

a. An assessment of the command equal opportunity climate will be continually monitored by the chain of command through methods such as observation, informal interviews, and as directed by the Commanding Officer/Officer-in-Charge.

b. The command climate will be formally assessed at least annually by any or all of the available assessment methods as directed by the Commanding Officer/Officer-in-Charge.

c. Command climate assessments are requested from Defense Equal Opportunity Management Institute (DEOMI), Patrick AFB, FL. Specific information regarding the different types of command assessments, the requirements for requesting and completing a command climate assessment is available in enclosure (7) of reference (a).

d. These methods may include a Small Unit Equal Opportunity Climate Survey (SUEOCS), focus groups, interviews or record reviews as outlined in reference (a). Command assessments may be repeated at any time when directed or approved by the Commanding Officer/Officer-in-Charge. Results of the assessment will be communicated to all command personnel in conjunction with training and/or Captain's Call.

e. Per enclosure (7) of reference (a), a Small Unit Equal Opportunity Climate Survey (SUEOCS) is available to commands from the research division of DEOMI. The SUEOCS is used by the command that has fewer than 50 military personnel or there is little racial/gender diversity in a command of any size. DEOMI also has available the Military Equal Opportunity Climate Survey (MEOCS) for commands that have at least 100 people and has military, civilian, or

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mixed demographics with racial/gender diversity. Either survey may be obtained by contacting DEOMI at DSN 854-2675, commercial (407) 494-2675, or link through their web site at <https://www.patrick.af.mil/deomi/deomi.htm>.

/s/

T. W. AUBERRY

Distribution:

COMOMAGIST 5216.1T

Lists I and II (Case A)

EQUAL OPPORTUNITY POLICY STATEMENT

1. Discrimination and sexual harassment in the federal workplace are against the law and will not be tolerated within Mobile Mine Assembly Group. The treatment of personnel and the decisions that affect them will be based solely on individual ability, skill, performance, and potential without regard to race, color, religion, gender, national origin, or ethnicity. For civilian employees, unlawful discrimination based on age or disability is also illegal. This policy is a living document: all personnel will infuse the concept of fair and equal treatment into their day-to-day decisions and interactions.

2. Sexual harassment is a form of discrimination based on gender. It involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or; submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or; such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

4. Each leader/manager/supervisor is responsible for providing training and guidance to his/her personnel and taking prompt, appropriate corrective action upon encountering evidence of inappropriate conduct. Reprisals against individuals who submit complaints are prohibited. Reports of discrimination and sexual harassment will be thoroughly investigated and, in substantiated cases, enforced under military or civilian systems.

5. The Informal Resolution System (IRS) is a means of direct resolution of complaints that are not criminal in nature. The IRS provides an opportunity for individuals to resolve conflict at the lowest appropriate level, using the chain of command fully. The Command Managed Equal Opportunity (CMEO) Officer can provide additional guidance on equal opportunity policy and assist in informal and formal complaint processing. The CMEO Officer's name and phone number is included in the command's Plan of the Week.

6. Discrimination and sexual harassment are absolutely unacceptable and will not be tolerated here. I expect every member of this command to support this policy and to work with me to achieve an environment free from all forms of unlawful discrimination.

/s/

T. W. AUBERRY

Commander, U.S. Navy

Commander, Mobile Mine Assembly Group

COMPLAINT/GRIEVANCE PROCEDURES POLICY STATEMENT

1. Anyone may initiate a discrimination or sexual harassment complaint: military or civilian, officer or enlisted. A complaint may be made orally or in writing, and may be informal or formal. It is your right to present any legitimate grievance to this command without fear of intimidation, harassment, or reprisal.
2. For guidance on resolving conflict either informally or formally, military members can contact the Command Managed Equal Opportunity (CMEO) Officer. Civilian personnel should contact the local Equal Employment Opportunity (EEO) Counselor at the local Human Resource Office (HRO) for guidance on statutes and EEO complaint procedures.
3. Complaints will be dealt with swiftly, fairly and effectively. To these ends, individuals who perceive they have been discriminated against and/or harassed will attempt to resolve the complaint at the lowest level possible, and fully use their chain of command. Complainants, and all other individuals involved with the complaint procedures, will adhere to the guidance set forth below.
4. Informal Complaint/Grievance Procedures. Unless the offense is clearly criminal, e.g., rape or assault, the Informal Resolution System (IRS) described in reference (b) should be used to resolve the conflict. There is no requirement, however, to attempt informal resolution prior to filing a formal complaint.

INFORMAL PROCEDURES	RECOMMENDED TIME
1. Review your rights and responsibilities as they pertain to filing complaints.	2 calendar days
2. Attempt to resolve the issue with the person(s) involved either directly, in writing, or through a co-worker or supervisor.	2 calendar days
3. If the issue cannot be resolved using step 2, submit a special request chit for Commander's Mast	No later than 4 calendar days after incident occurs
4. The special request chit for Commander's Mast is forwarded up the chain of command. Each person in the chain of command should attempt to resolve the complaint.	Commander should receive request within 2 calendar days
5. If you consider the results of the informal complaint to be unjust, it is your right to initiate a formal complaint. Contact the CMEO Officer or the Base Legal Office for assistance in filing a formal complaint.	

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5. Formal Complaint/Grievance Procedures. To ensure timely and effective resolution of formal complaints, the CMEO Officer will serve as the central point of contact and will coordinate and track formal complaint processes.

FORMAL PROCEDURES	RECOMMENDED TIME
1. Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form, NAVPERS 5354/2. This form should be used prior to initiating Steps 2 or 3 below and can be obtained from the CMEO Officer or the Base Legal Office.	Maximum of 45 calendar days after the alleged incident to file a formal EO complaint
2. If the grievance is against a superior in your chain of command who is not the Commander, you can submit a report per Navy Regulations, Article 1150. Contact the Base Legal Office for assistance. If you consider the Commander's resolution to the 1150 to be unjust, you may file a Uniform Code of Military Justice (UCMJ) Article 138 against the Commander.	Personnel who receive a formal complaint shall submit the complaint to the Commander within 1 calendar day of receipt
3. If the grievance is against the Commander, UCMJ Article 138 may be submitted. Contact the Base Legal Office for assistance.	

6. Individuals who do not feel comfortable filing a complaint within their normal chain of command can lodge a complaint via:

Navy Inspector General for Fraud,
Waste and Abuse

Commander, Mine Warfare Command

1-800-522-3451

OSC(SW) Wilkerson

DSN 288-6743

DSN 861-4882 ext 109

Commercial (202) 433-6743

Commercial (361) 961-4882 ext 109

/s/

T. W. AUBERRY
 Commander, U.S. Navy
 Commander, Mobile Mine Assembly Group

COMOMAG SEXUAL HARASSMENT POLICY STATEMENT

1. As Commander, Mobile Mine Assembly Group, I fully support the Department of the Navy's policy on sexual harassment. Sexual harassment is unjust, unlawful, discriminatory behavior that will not be tolerated. Each member of the armed forces has the right to be treated with dignity and respect in an environment free of sexual harassment. That type of environment is conducive to good order and discipline and the Navy's equal opportunity program.
2. Leadership shall, through education and training, ensure all personnel are aware of the Navy's sexual harassment policy and grievance procedures. Resolution shall be sought at the lowest level by the Informal Resolution System (IRS) or Formal Resolution System (FRS) with assistance from the chain-of-command or the Command Managed Equal Opportunity (CMEO) Officer.
3. Every effort to seek resolution and redress will be investigated if an individual believes he/she has been sexually harassed. The Commanding Officer/OICs shall continuously emphasize the importance of the CMEO program and prominently display COMOMAG's policy and supporting posters on grievance procedures.
4. Sexual harassment may consist of a wide range of behaviors that are unwelcome, sexual in nature, and connected in some way with a person's job or work environment. For servicemembers this may include conduct on or off-duty, 24-hours a day. It can, at times, be difficult to determine whether or not a behavior constitutes sexual harassment.
 - a. Unwelcome behavior is behavior that a person does not ask for and which that person considers undesirable or offensive. Not everyone has the same perception of the term "undesirable or offensive." Since the person being subjected to the behavior, "the recipient," is the one being affected, it is the recipient's perception that counts. A common sense approach uses the "reasonable person standard" defined in enclosure (1), which considers the situation from the perspective of the recipient. Behavior that a "reasonable person" would find unwelcome may be grieved.
 - b. Behavior that is sexual in nature includes, but is not limited to, telling sexually explicit jokes, displaying sexually suggestive pictures, and talking about sex. Some people would consider other behaviors, such as touching, to be sexual in some cases but not in others. Using common sense will normally be enough to determine whether or not a certain behavior is sexual in nature.
 - c. Sexual harassment is a gender-neutral concept. The focus is on the detriment to good order, discipline and military readiness that results when our Navy's core values are not adhered to, not the sex of the member involved; therefore, sexually harassing behaviors involving members of the same sex as well as those directed at service members on the basis of alleged homosexuality are prohibited and all requirements to this instruction apply.
 - d. For sexual harassment to occur, unwelcome sexual behavior must occur in or impact on the work environment.

(1) When recipients are offered or denied something that is work-connected in return for submitted to or rejecting unwelcome sexual behavior, they have been subjected to a type of sexual harassment known as "quid pro

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quo," or "this for that." Examples include getting or losing a job, a promotion or demotion, a good or bad performance evaluation, etc. Normally, this is from a senior to junior because the senior person has something to offer.

(2) When the unwelcome sexual behavior of one or more persons in a workplace interferes with another person's work performance, sexual harassment has occurred. If the behavior produces a work atmosphere that is offensive, intimidating or abusive to another person, whether or not work performance is affected, a type of sexual harassment called "hostile environment" has occurred. Witnesses of sexual harassment, as well as the recipient of the offending behavior, may experience a hostile work environment. Following are a few examples of behavior that could create a hostile environment:

- (a) Using sexually explicit or sexually offensive language;
- (b) Displaying sexually oriented posters or calendars;
- (c) Touching someone or self in a suggestive manner;
- (d) Giving someone unwelcome letters, cards, or gifts of a personal nature, particularly when these items have sexual overtones; and/or
- (e) Unwanted or uninvited pressure for dates.

5. Some behaviors may be unwelcome and work-connected, but not sexual, e.g., performance counseling, and obviously do not constitute sexual harassment. To better explain the range of behaviors, which may constitute sexual harassment, the traffic light illustration was developed, in which behaviors are divided into three zones, corresponding to the colors on a traffic light. Green on the traffic light means "go" and behavior in the green zone is acceptable. Green zone behavior is not sexual harassment. Yellow on the traffic light means "caution," and behavior in the yellow zone may be sexual harassment. Red on the traffic light means "stop." Red zone behaviors are sexual harassment. Just as with a traffic light, if in the yellow zone long enough, the light will turn red. If yellow zone behaviors occur repeatedly, especially after the person has been told it is unwelcome, it becomes red zone behavior sexual harassment. The following examples illustrate these three types of behavior:

a. Green zone. These behaviors are not sexual harassment:

- (1) Touching which could not reasonably be perceived in a sexual way (such as shaking hands or a friendly pat on the shoulder)
- (2) Counseling on military appearance
- (3) Social interaction; showing concern or encouragement
- (4) A polite compliment or friendly conversation

b. Yellow zone. Many people would find these behaviors unacceptable and they could be sexual harassment:

- (1) Violating personal space
- (2) Whistling, questions about personal life

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- (3) Lewd or sexually suggestive comments
- (4) Suggestive posters or calendars
- (5) Off-color jokes
- (6) Leering
- (7) Staring
- (8) Repeated requests for dates
- (9) Foul language
- (10) Unwanted letters or poems
- (11) Sexually suggestive touching or gesturing

c. Red zone. These behaviors are always considered sexual harassment:

- (1) Sexual favors in return for employment rewards
- (2) Threats if sexual favors are not provided
- (3) Sexually explicit pictures (including calendars or posters) or remarks
- (4) Using status to request dates
- (5) Obscene letters or comments

NOTE: Keep in mind that the above examples are used as guidance only, that individuals believe they are being sexually harassed based on their perceptions, that each incident is judged on the totality of facts in that particular case, and that individuals' judgment may vary on the same facts; therefore, caution in this area is advised. Anytime sexually oriented behavior is introduced into the work environment or among co-workers, the individuals involved are on notice that the behavior may constitute sexual harassment. The most severe forms of sexual harassment constitute criminal conduct, e.g., sexual assault.

6. Again, sexual harassment, discriminatory practices, and inappropriate behavior which violates the standards of good order and discipline shall not be tolerated and I personally task each and every one of you to live up to the U.S. Navy's standard in maintaining the highest level of integrity.

/s/
T. W. AUBERRY
Commander, U.S. Navy

COMOMAG FRATERNIZATION POLICY STATEMENT

1. Fraternization is defined as relationships between seniors and subordinates that are unduly familiar and do not respect the differences in grade or rank. Fraternization could be between:

- Officer - Enlisted
- Senior Officer - Junior Officer
- Senior Enlisted - Junior Enlisted
- Instructor - Student

2. Fraternization could possibly result in:

- a. Questioning of a senior's objectivity
- b. Actual or perceiving preferential treatment
- c. Undermining the authority of a senior
- d. Compromising the chain of command
- e. Administrative or punitive action

3. As Commander, Mobile Mine Assembly Group, I fully support the Department of the Navy's policy on fraternization. Fraternization is detrimental to good order and discipline, is a violation of long standing tradition, and is prohibited. This policy will be strictly enforced throughout COMOMAG.

4. Personal relationships between officer and enlisted that are unduly familiar and do not respect differences in rank and grade are prohibited. Personal relationships between Chief Petty Officers (E-7 - E-9) and junior personnel (E-1 - E-6) who are assigned to the same command that are unduly familiar and that do not respect differences in grade are prohibited. Additionally, senior petty officer (E-6) who are in a senior-subordinate relationship with personnel in their direct chain-of-command are responsible to exhibit professional behavior and not bring discredit upon the U.S. Navy.

5. Professional relationships contribute to the effective operation of the Navy and are consistent with Navy core values. The military mission requires absolute confidence in the command and the leaders and supervisors who are responsible for carrying out COMOMAG's mission.

6. Navy professionals throughout COMOMAG will be held to the highest standards and are expected to adhere to and comply with the guidelines enclosed herein.

T. W. AUBERRY
Commander, U.S. Navy
Commander, Mobile Mine Assembly Group

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COMMAND SEXUAL ASSAULT PREVENTION AND AWARENESS POLICY STATEMENT

1. Rape is defined as sexual intercourse with force and without consent. Sexual assault is an extreme form of sexual harassment. It is indicative of and is a result of flagrant anger, and is a tool used to maintain power and control over another person. A complete listing of definitions related to sexual assault is attached as Appendix A.

2. Sexual assault is a criminal act incompatible with the Department of the Navy's core values, high standards of professionalism, and personal discipline. MOMAG military personnel who are alleged to have committed a sexual assault offense may be subject to trial, and if found guilty, punishment by court-martial under the Manual for Courts-Martial, 1995. Additionally, such military personnel are subject to being processed for administrative separation. Commanding Officers/Officer-in-Charge shall take appropriate action under U.S. laws and regulations in all cases where sexual assault is alleged.

3. The goal of COMOMAG is to eliminate sexual assault incidents, through awareness and prevention education, that impact U.S. Navy and COMOMAG personnel and family members, or that are perpetrated by MOMAG personnel. Alcohol abuse is a strong factor in many sexual assault cases. Promoting and supporting the responsible use of alcohol, including abstinence, will assist greatly in reducing sexual assaults.

4. COMOMAG will treat all victims of sexual assault with fairness and respect. All command personnel will ensure the sensitive, coordinated and effective management of sexual assault cases, including access to a victim advocate program and appropriate counseling.

5. Commanding Officers/Officer-in-Charge shall develop and implement a highly responsive victim advocate program that provides immediate support to sexual assault victims. The purpose of victim advocacy is to provide victims of sexual assault with a volunteer advocate who can provide information and emotional support, and help guide them through the various medical, legal, and investigative processes with a goal of minimizing the re-victimization of sexual assault victims.

6. The following personnel are eligible for victim advocacy services when subjected to sexual assault:

a. Active duty members of the military services (Army, Navy, Air Force, Marine Corps, and Coast Guard) and their legal family members.

b. Members of the reserve component of the military services and their legal family members while on active duty.

c. On a space-available basis, retired members of the military services and their legal family members.

d. Non-foreign hire civilian employees of the Department of Defense (DoD) on overseas locations and their legal family members, for services that are not available in the local community.

e. All victims of sexual assault, regardless of affiliation, that occur on property under Department of the Navy (DON) jurisdiction. These victims are eligible for available services on a humanitarian basis, e.g., evidence collection, triage, emergency medical treatment, and referral to available civilian community services.

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7. Commanding Officers/Officer-in-Charge will implement and support the SAVI Program by ensuring that:

a. Victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.

b. Victims are advised of their rights, and are made aware of and encourage to exercise their options during each phase of the medical, investigative, and legal processes. A listing of Sexual Assault Victim Rights is attached as Appendix B.

c. Victims have access to appropriate assistance, and where eligible, medical care and counseling.

d. Incidents of sexual assault are reduced through an active program of community education with special emphasis on personal risk avoidance and providing the safest possible environment; however, sexual assault is a crime and despite every preventive measure, sexual assault will still occur.

e. Sexual assaults are reported per guidance established in reference (d), OPNAVINST 1752.1A, Sexual Assault Victim Intervention (SAVI) Program.

8. Prevention of sexual assault in the Navy and within MOMAG will be aggressively pursued through an awareness and prevention education program, and by command procedures and physical facilities that reduces potentially hazardous situations. The following elements will implement the prevention component of the SAVI Program:

a. Mandatory annual general military training (GMT) to include sexual assault awareness and prevention will be conducted at the command level. Department of the Navy civilian personnel shall be strongly encouraged to participate in all command-sponsored sexual assault and prevention training.

b. All service members will receive sexual assault awareness and prevention training at the E-1 through E-3 level and at key career progression points for officers and enlisted personnel.

c. Commanding Officers/Officer-in-Charge shall provide the safest possible physical and emotional environment for all service members. Commanding Officers/Officer-in-Charge shall institute and publicize a means of informing the chain of command of situations that may place individuals at risk of assault. This system should be responsive to individual concerns and should include a method for providing feedback concerning the final disposition of suggestions and complaints.

9. Resources for assistance include the following:

Military Resources:

COMOMAG SAVI	(Primary)	SK2 (SW) Wallach	(w)	(361)	961-4988	X157
			(h)	(361)	992-8827	
	(Alternate)	YNC (SW) Henderson	(w)	(361)	961-4988	X106
			(h)	(361)	775-1697	
Fleet and Family Support Centers (FFSC)						
NAS Corpus Chr. SAVI Coord.		Lisa Scheerer	(w)	(361)	961-2372/3722	
NAS Kingsville SAVI POC		Sandy Browne	(w)	(361)	516-6333	
NAVSTA Ingleside SAVI POC		Debra Schmitz	(w)	(361)	776-4551	

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Family Advocacy Program						
NAS Corpus Christi FFSC			(361)	961-2372/3722		
NAS Kingsville FFSC			(361)	516-6333		
NAVSTA Ingleside FFSC			(361)	776-4551		
Chaplain's Office						
NAS Corpus Christi			(361)	961-3751/3752		
NAS Kingsville			(361)	516-6331		
NAVSTA Ingleside			(361)	776-4144		
Medical						
NAS Corpus Christi			(361)	961-2480/2282		
NAS Kingsville			(361)	516-6217		
NAVSTA Ingleside			(361)	776-4238		
Security						
NAS Corpus Christi			(361)	961-2480/2282		
NAS Kingsville			(361)	516-6217		
NAVSTA Ingleside			(361)	776-4238		
Legal						
NAS Corpus Christi			(361)	961-3568		
NAS Kingsville			(361)	516-6426		
NAVSTA Ingleside			(361)	776-4122		
NCIS			(361)	961-2918		
(After hours dispatcher)			(361)	961-3491		

Community Resources:

Doctor's Regional-CC Medical Center	(361)	761-1400
Driscoll Children's Hospital	(361)	694-5110/4240
Children Advocacy Center	(361)	855-9058
Women's Shelter of South Texas		
Shelter	(361)	881-8888
Outreach Office	(361)	884-2900
24-hour hotline		1-800-580-HURT
Office for Victims of Crime		1-800-627-6872
Family Counseling Service	(361)	852-9665
Victims/Homicide, DWI/Aggravated Assault	(361)	852-7540

Nueces County Children Advocacy Center

(361) 855-9058/5412

Texas Association Against Sexual Assault (TAASA)
800 Brazos, Suite 810, Austin, TX 78701
www.taasa.org

(512) 474-7190

/s/

T. W. AUBERRY

Commander, U.S. Navy

Commander, Mobile Mine Assembly Group

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Appendix A

TYPES OF SEXUAL ASSAULT

1. For clarity purposes, the following definitions are provided:

a. Rape: Sexual intercourse with force and without consent.

b. Assault with Intent to Commit Sodomy: Assault where the accused must have committed the offense with the specific intent of completing an act whereby the sexual organ is placed in any opening of the body other than the sexual parts of another person.

c. Indecent Assault: An assault where the accused must have committed an offense with the intent to gratify the lust or sexual desires of the accused.

d. Opposite-Gender Rape: An act of penile-vaginal intercourse with force and without consent.

e. Assault with Intent to Commit Rape: An assault where the accused must have intended to complete the offense of rape and to overcome any resistance by force.

f. Same-Gender Rape: An act of nonconsensual intercourse or sodomy between members of the same gender where the victim was coerced or submitted due to actual or perceived force or threat.

g. Marital Rape: The spouse subjects the victim to nonconsensual intercourse, regardless of the force used.

NOTE: Penetration, however slight, is sufficient to complete the offense.

Appendix B

RIGHTS OF SEXUAL ASSAULT VICTIMS

1. Every victim of sexual assault has the following rights:
 - a. To be given as much credibility as a victim of any other crime.
 - b. To be considered a victim of sexual assault when any unwanted act of sex is forced on them through any type of coercion, violence or otherwise.
 - c. To be considered a victim of sexual assault regardless of the assailant's relationship to the survivor, such as the survivor's spouse.
 - d. To be asked only those questions that are relevant to a court case or to medical treatment.
 - e. Not to be asked questions about prior sexual experience.
 - f. Not to report the rape to the police.
 - g. To receive medical and mental health treatment or participate in legal procedures only after giving his/her informed consent.
 - h. To be treated fairly and without prejudice against race, age, class, gender, lifestyle or occupation.
 - i. To be treated in a manner that does not take control from the victim but enables them to determine their own needs and how to meet them.
 - j. To have access to support persons outside of the Navy, such as community victim advocates.
 - k. To have their names kept from the news media.
 - l. To have access to peer counseling.